

2 September 1981

MEMORANDUM FOR: Director of Data Processing
FROM: Chief, Administrative Staff
THROUGH: Executive Officer
SUBJECT: Weekly Report for the Week Ending
2 September 1981

STAT 1. [] EOD'd on 31 August to Systems Programming Division as a part-time Systems Programmer.

STAT 2. Summer-only's [] of Customer Services, [] of Engineering returned to OD on 31 August.

STAT 3. [] on assignment to OC, returned to OD on 31 August.

4. Employees having Agency Drivers Permits are reminded that these permits are official Agency credentials and must be surrendered to the Motor Pool Branch, Headquarters Garage, on expiration. Employees requiring new permits may obtain them simply on a certification of need.



Chief, Administrative Staff